



MID CALDER CAMERA CLUB CONSTITUTION

1. Name

The club will be known as Mid Calder Camera Club (hereinafter referred to as "The Club")

2. Status

The club is an unincorporated organisation with a governing constitution

3. Aims

The aims of the club are to:

- further the knowledge and skills of members in the art and techniques of photography
- provide a forum for shared experience
- share the appreciation of photography in the wider community

4. Membership

- a) Every prospective member will complete an application form and questionnaire to assess their eligibility and level of entry to the club. This will be processed by the Membership Secretary in accordance with the guidance of the Executive Committee (hereinafter referred to as "The Committee")
- b) Every application will be accompanied by the appropriate subscription
- c) Concessionary membership may be approved at the discretion of The Committee
- d) Honorary Life Membership may be granted to any person in recognition of their service to The Club
- e) A Membership register will be kept and maintained by the Membership Secretary containing contact details for each member
- f) Every member will be obliged to notify the Membership Secretary of any changes to contact details
- g) Every member will be expected to adhere to the rules of The Club

5. Membership and Entrance Fees

- a) The membership fee payable shall be determined from time to time by The Committee so long as no subscription for any member will be less than 50% of the subscription for full paying members
- b) Membership fees will be paid annually or as agreed by the Committee
- c) If an existing member fails to pay their membership fee within 21 days of the start of the membership year, they will be deemed to have forgone their membership
- d) No member will be able to make use of the services provided by The Club unless they have paid the appropriate membership fee
- e) The Committee will have the authority to suspend any member as an interim measure if it is deemed to be in the best interest of the club. The suspension will be considered at the first convenient meeting of The Committee but no later than 6

weeks from the time of the suspension to decide whether the member will be asked to resign or will be expelled. The person will have the right to appeal the decision and be heard at a meeting of The Committee. If it is still agreed that the person will not be welcome at The Club, the Secretary will notify the member of that decision in writing.

6. Use of The Club facilities by members

- a) Members may attend any events and activities offered by The Club in accordance with any guidelines from The Committee
- b) Members, provided they have been a member for 6 months, may borrow any Club equipment to further the development of their photographic skills, but only by arrangement with the Equipment Officer and on completion of the relevant documentation
- c) Any member borrowing equipment does so at their own risk and should have appropriate knowledge for that particular equipment and must exercise due care. Members must not remove any item of Club property without prior consent
- d) Any damage to or loss of Club equipment should be reported without delay to the Equipment Officer

7. Visitors

- a) Visitors will be welcome to The Club for certain events and activities but will be expected to pay an appropriate fee
- b) There will also be a 2-week welcome period when potential new members will have free entry to The Club

8. Management of The Club

- a) The management of the Club will be undertaken by an Executive Committee
- b) The Committee shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer (Office Bearers), Communications Officer, Membership Secretary, Webmaster, Equipment Officer, Competitions Secretary and up to 3 other members

9. Election of Committee Members

- a) At each Annual General Meeting all Executive Committee members must retire but will be eligible for re-election
- b) Any nomination made will require to be seconded
- c) Every member present at the AGM will be entitled to vote on the nominations
- d) In the case of 2 or more nominations for the same post, a secret ballot will be held to decide on who will be elected
- e) If a vacancy occurs during the year a member may be co-opted into the position until the following AGM

10. Meeting of the Executive Committee

- a) The Committee will meet as often as necessary during the period when The Club will be active, namely from September of one year through to June of the next
- b) The Chairperson will chair the meetings but if absent those present will elect a chair for that meeting from the Office Bearers present
- c) Notice of meetings will be given not later than 5 days prior to the meeting date

- d) Five Committee members present including one Office Bearer at the time set for commencement of the meeting shall form a quorum. If a quorum is not reached the meeting may be postponed or abandoned. No decisions will be taken without a quorum present at any meetings

11. Sub-Committees

The Committee may delegate any of its power to a Sub Committee overseen by one or more Committee members where it is deemed to be in the best interests of the Club

12. General Meetings

- a) All General Meetings other than the Annual General Meeting will be called Extraordinary General Meetings
- b) The Secretary shall give at least 14 days notice of any General or Extraordinary General Meeting to be held, specifying the date, time and place of the meeting and details of the business to be transacted
- c) No business other than that notified shall be taken at the meeting

13. Annual General meetings

The Annual General Meeting of The Club shall be held in May of each year at a date, time and venue to be decided by The Committee, for the purpose of:

approving and adopting the minutes of the previous AGM
approving the financial statement and balance sheet for the previous financial year
receiving reports from appropriate office bearers
electing the Executive Committee for the following year
appointing a person to audit the accounts for the following year
considering any other competent business

14. Notice of Business for the Annual General Meeting

Any member wishing to present a resolution to the Annual General Meeting must give notice in writing to The Secretary not later than 14 days prior to the date of the meeting

15. Extraordinary General Meeting

- a) The Committee will call an Extraordinary General Meeting at any time if, in their opinion, it is in the interests of The Club
- b) The Secretary will call an Extraordinary General Meeting within six weeks of being requested to do so, in writing, by fifteen or more members. Any request shall be accompanied by a resolution setting out the nature of the business to be transacted
- c) The Secretary shall give at least fourteen days' notice of any General or Extraordinary General Meeting to be held, specifying the date, time and place of the meeting and the business to be transacted. A copy of this should be given to all members
- d) No business other than that notified shall be taken at the meeting

16. Proceedings for Extraordinary and General Meetings

- a) At all Extraordinary and General Meetings, the Chairperson, or in his or her absence, a Committee member previously selected by them, will take the chair
- b) All members present shall have one vote for each motion. In the event of an equal vote, The Chairperson will have the casting vote
- c) Voting will be by show of hand unless the vote requires a secret ballot to be implemented
- d) Once the count had taken place the Chairperson will declare the result

17. Quorum

One third plus 1 of paid up and honorary life members shall form a quorum for Extraordinary and General Meetings

18. Minutes

- a) The Secretary will ensure that a true record is made of all proceedings in relation to Club meetings and business
- b) All appointments of Committee members will be recorded
- c) The Secretary will ensure the minutes are available to Committee members and Club members

19. Finance

- a) The Club's financial year will run from 1st September to 31st August
- b) The Treasurer shall at all times maintain proper accounts on behalf of The Club
- c) The Club's accounts should be audited by an appropriate person who will be appointed at the Annual General Meeting
- d) All cheques or payment authorities should be signed by two Executive Committee Members drawn from four signatories who have been authorised to do so, of whom one must be The Treasurer
- e) No Committee member should gain from their position other than for the benefit of The Club, but will be reimbursed for any expenses reasonably incurred for the benefit of The Club

20. Income and Property

All income and property of The Club shall be applied solely for the promotion of the objects of The Club

21. Dissolution of The Club

- a) The Club will only be wound up if a resolution to do so is put forward by fifteen members. Any such resolution must be given in writing to The Secretary who will call an Extraordinary General Meeting giving members fourteen days' notice of the meeting, the date, time and venue and the details of the resolution to wind up The Club
- b) A resolution to wind up The Club must be passed by three quarters of the members present at the Extraordinary General Meeting
- c) In the event that there is a resolution to wind up the Club, any assets remaining after the discharge of all liabilities shall be transferred to an organisation whose objects

are similar to those of The Club and whose rules preclude the distribution of surplus income or property to their members

22. Alterations of the Club Rules

No alteration to these rules shall have effect unless ratified by two thirds of members present and voting at a General meeting